

## STREET ADDRESSING APPLICATIONS

Planning Division

Revised: January 1, 2017

### <u>Overview</u>

The purpose of this application is to provide a standardized and expedient method of assigning addresses to buildings, structures, and parcels within Brentwood.

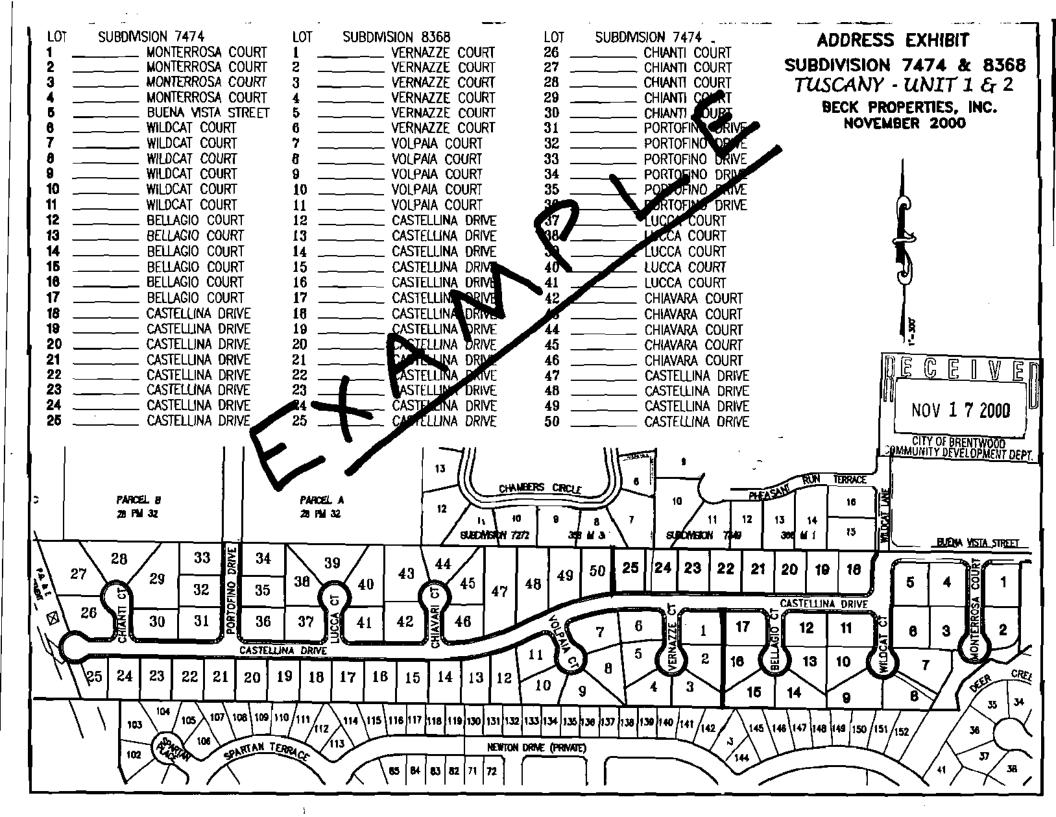
### **Submittal Requirements**

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department:

- 1. Completed Universal Application, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
- 2. Applicable filing fees.
- 3. Two (2) copies of the subdivision map showing all lots with their corresponding lot numbers and all streets with their corresponding street names. Said submittal shall include a numeric lot number list with the corresponding street name (see the attached example).
- 4. The submitted map size shall be in either 8.5" x 11" or 11" x 14" format. Any map larger than this format will not be accepted.
- 5. One CD-RW disk or thumb-drive containing the completed addressing worksheet in Excel format. A template may be obtained via e-mail by contacting the City of Brentwood Community Development Department at <a href="mailto:dept-planning@brentwoodca.gov">dept-planning@brentwoodca.gov</a> or created by the applicant following the attached sample.

### **Processing Time**

Street addressing is processed by City staff in 2-3 weeks, depending on the complexity and scope of the subject project.



# SUBDIVISION ADDRESSES

Phone #				•
bdivision Name				
Lot#	Address	Street Name	Fina p#	Tenantive Map #
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